

BUDGET AND MANAGEMENT

Statement of Purpose

To plan, prepare, and monitor the County's annual operating and capital budget and conduct special research and management analysis for the County Manager and County Departments.

Outcomes

1. Prepare a balanced budget for adoption by July 1, 2005, which:
 - a. Receives a satisfaction rating of at least 95% on the Manager's budget survey to be completed in July 2005, focusing on the responsiveness and the quality of analysis completed by the budget staff on departmental outcomes. This will include the budget staffs' ability to monitor and report departments' progress and commitment to outcomes and to recommend changes to improve efficiency or compliance.
 - b. Receives a satisfaction rating of at least 90% from department heads on a survey to be completed in July, 2005, which measures the services the budget staff provides to departments in the areas of revenue projections, research and analysis, staff support in resolving problems of mutual concern, and support in establishing and monitoring outcomes.
 - c. Communicates County policies, provides a financial and operating plan, and is an effective communication device to our citizens, as demonstrated by receiving the 2004 Government Finance Officers Association (GFOA) Distinguished Budget Award.
2. Prepare a Revenue, Expense, and Fund Balance forecast in October, 2004, that is based on the 2004/05 annual budget and Capital Improvement Plan (CIP) which will give the County Manager, Board of Commissioners, and Department Heads the financial information they need to set priorities and goals in planning for the future needs of the County.
3. During the off-budget season prepare a comprehensive capital improvement plan that covers the next five fiscal year periods. The plan will include all capital projects for County departments, water and sewer projects, and schools' construction and capital. The purpose of this expanded capital planning will be to address the true cost of projects including all associated operating costs that will allow us to incorporate these costs into planning for annual budget needs. The plan should be completed and approved by the County Manager by October 31, 2004.

Budget & Management

Reinventing Department

Organization: 120150

	2002/03 Actual	2003/04 Current	2004/05 Requested	2004/05 Approved	Percent Change
Revenue					
Indirect Cost	\$59,161	\$51,927	\$38,517	\$38,517	-26%
General Fund	89,012	137,158	158,441	158,441	16%
Total	\$148,173	\$189,085	\$196,958	\$196,958	4%
Expenses					
Personal Services	\$141,005	\$179,779	\$175,270	\$175,270	-3%
Supplies & Operations	7,168	9,306	21,688	21,688	133%
Total	\$148,173	\$189,085	\$196,958	\$196,958	4%
Employees					
Permanent	3.00	3.00	2.50	2.50	-17%
Hourly	0.00	0.00	0.00	0.00	0%
Total	3.00	3.00	2.50	2.50	-17%

Fiscal Year 2002/03 Outcome Achievements

Total Outcomes	Achieved	Partially Achieved	Not Achieved	Success Rate
4	4	0	0	100%

Significant Changes:

The Budget Office achieved all four outcomes for Fiscal Year 2002/03. Outcomes achieved are (1) preparing a budget that receives high satisfaction ratings from all departments and from the County Manager, (2) preparing useful revenue and expense forecasts, and (3) earning the Government Finance Officers Association (GFOA) Distinguished Budget Award.

For the 15th consecutive year, the Budget Office has been awarded the GFOA Distinguished Budget Award, which recognizes outstanding achievement in budget preparation and presentation.

Outcomes for Fiscal Year 2004/05 will continue to measure the success of the Budget Office in meeting the needs of County departments, communicating County policy through the budget document, and providing useful revenue and expense forecasts to be used in setting budgetary goals and priorities.

An additional outcome involves preparing a five-year Capital Improvement Plan, which will include all capital projects for County departments, water and sewer projects, and schools' construction and capital.